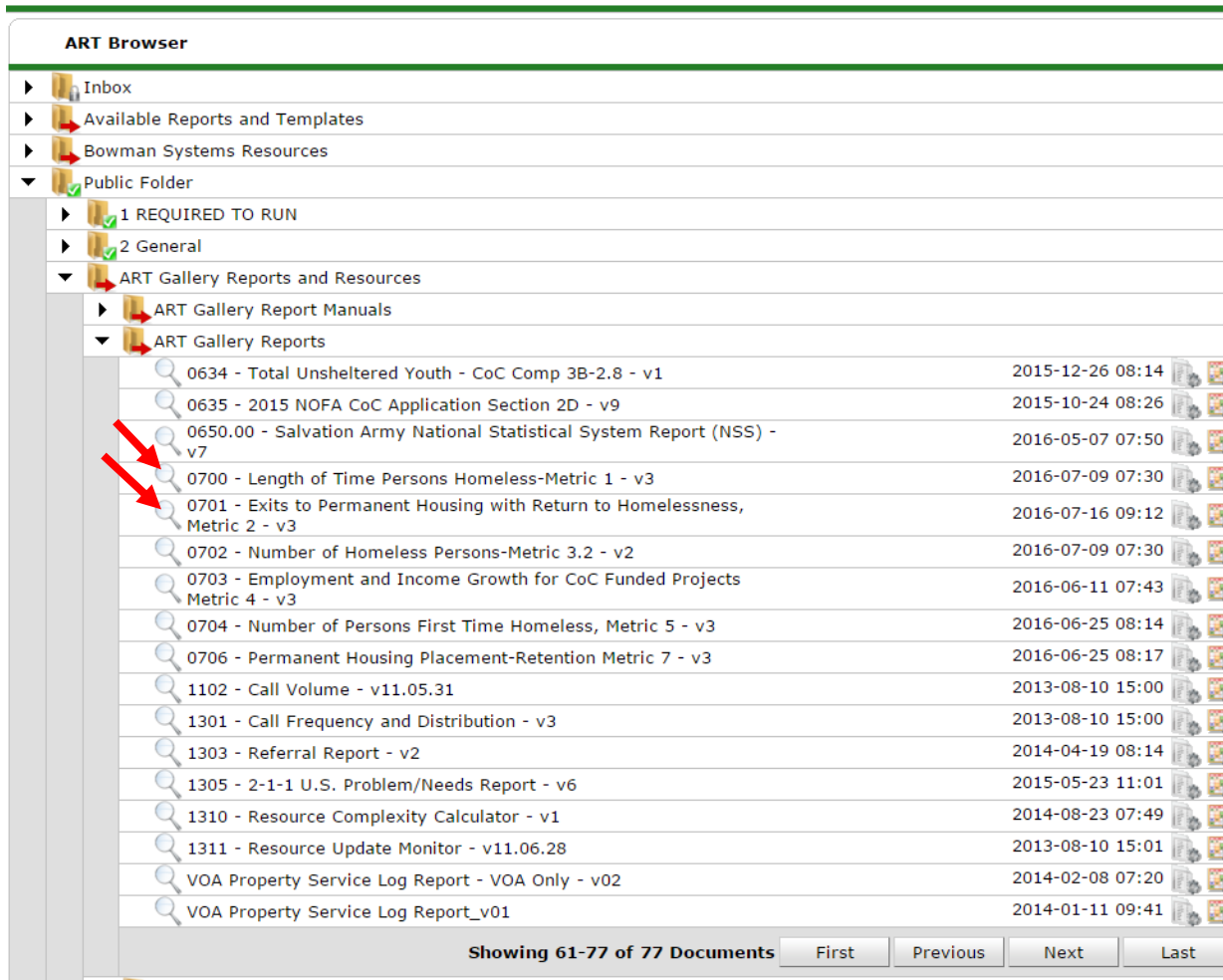


Supplemental Instructions
2016 HUD CoC NOFA
Local New and Renewal Application

1. Instruction for running System Performance Measurement reports for Performance Outcome D for Rapid Rehousing and TAY Serving Transitional Housing and General Use Transitional Housing

The System Performance Reports, while often displayed as a single document, are actually several separate reports, available in ServicePoint, in the ART Gallery Reports Folder. Please note they will be in the last set of reports. The System Performance Measurements required for the Renewal / New local application are:

- 0700 – Length of Time Persons Homeless – Metric 1 – v3
 - 0701 - Exits to Permanent Housing with Return to Homelessness, Metric 2 – v3
- Advanced Reporting Tool**



ART Browser

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 - ▶ 1 REQUIRED TO RUN
 - ▶ 2 General
 - ▼ ART Gallery Reports and Resources
 - ▶ ART Gallery Report Manuals
 - ▼ ART Gallery Reports

Report Name	Date	Icons
0634 - Total Unsheltered Youth - CoC Comp 3B-2.8 - v1	2015-12-26 08:14	[Icons]
0635 - 2015 NOFA CoC Application Section 2D - v9	2015-10-24 08:26	[Icons]
0650.00 - Salvation Army National Statistical System Report (NSS) - v7	2016-05-07 07:50	[Icons]
0700 - Length of Time Persons Homeless-Metric 1 - v3	2016-07-09 07:30	[Icons]
0701 - Exits to Permanent Housing with Return to Homelessness, Metric 2 - v3	2016-07-16 09:12	[Icons]
0702 - Number of Homeless Persons-Metric 3.2 - v2	2016-07-09 07:30	[Icons]
0703 - Employment and Income Growth for CoC Funded Projects Metric 4 - v3	2016-06-11 07:43	[Icons]
0704 - Number of Persons First Time Homeless, Metric 5 - v3	2016-06-25 08:14	[Icons]
0706 - Permanent Housing Placement-Retention Metric 7 - v3	2016-06-25 08:17	[Icons]
1102 - Call Volume - v11.05.31	2013-08-10 15:00	[Icons]
1301 - Call Frequency and Distribution - v3	2013-08-10 15:00	[Icons]
1303 - Referral Report - v2	2014-04-19 08:14	[Icons]
1305 - 2-1-1 U.S. Problem/Needs Report - v6	2015-05-23 11:01	[Icons]
1310 - Resource Complexity Calculator - v1	2014-08-23 07:49	[Icons]
1311 - Resource Update Monitor - v11.06.28	2013-08-10 15:01	[Icons]
VOA Property Service Log Report - VOA Only - v02	2014-02-08 07:20	[Icons]
VOA Property Service Log Report_v01	2014-01-11 09:41	[Icons]

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Both reports can be run for the individual project in a given agency. Proposed projects can run these reports for a comparable program. Both 0700 and 0701 are requisite to Outcome Measure D in the Local Application.

A prompt screen is indicated in the screen shot below. This is for report 0700, though the prompt for Report 0701 is similar. **HMIS has confirmed that the prompts are not in the same order between reports, so please be sure to read set of prompts carefully to ensure the entered information is correct.**

The screenshot shows a 'Prompts' dialog box with the following elements:

- Title bar: Prompts
- Instruction: Reply to prompts before running the query.
- List of prompts:
 - Select Provider(s): (optional) This filter will be ignored because no value has been selected.
 - Select CoC Code(s): (optional) This filter will be ignored because no value has been selected.
 - EDA Provider -Default Provider- (checked)
 - Enter Start Date:
 - Enter End Date PLUS 1 Day:
 - Enter Prior Year Start Date:
 - Enter effective date
- Search area:
 - Type values here
 - Refresh Values
 - To see the content of the list, please click the Refresh values button.
 - Enter your search pattern here
 - Select Provider(s):
- More Information:
 - Select or type the values you want to return to reports for each prompt displayed here.
- Buttons: Run Query, Cancel

For each prompt, the conventions are as follows:

- **Select Provider:** Renewal applicants should select the project for which they are submitting an application. If you are submitting multiple projects to the competition, please run this report separately for each of them. **Proposed projects can run this report for a comparable project.**
- **Select CoC Codes:** Do not use
- **EDA Provider Default Provider:** Do not use
- **Enter Start Date:** This should be 10/1/2014. Report 0701 does not have a start date for the current year. For projects with one year of data, but a start date later than 10/1/14, please see the conventions for report range in the application instructions.
- **Enter end Date PLUS 1 Day:** This should be 9/30/2015. For projects with one year of data but a start date later than 10/1/14, please see conventions for report range in the application instructions.

- **Enter Prior Year Start Date:** This should be 10/1/2013 or for those projects with one year of data, but a start date later than 10/1/2014, should reflect 12 months prior to the start date indicated.
- **Enter Two Year Prior Start Date:** This should be 10/1/2012. Only report 0701 requires a two year prior start date. Again, please be sure to read through each report's prompts and date ranges fully before answering so that you are sure to enter the correct information. For those projects with one year of data, but a start date later than 10/1/2014, should reflect 24 months prior to the start date indicated.
- **Enter Effective Date:** The effective date should reflect the report run date regardless of the report run period.

2. Instruction for Accessing Information from e-LOCCS

The information below is meant to serve as a guide for how to acquire proof of draw downs from the LOCCS system. If you are a sub-grantee, please confer with your lead agency about getting this information for collaborations in which you may be working.

1. Log into the e-LOCCS system
2. Click on the Program area pertaining to your grant
3. Click on Project Portfolio
4. Click on the Grant Number
5. Select the vouchers tab at the top of the page (if applicable to your project type)
6. You should see a screen very similar to the screenshot below, with your program (or your sub-grantee's information) in place of redacted areas.

7/19/2016

HUD
LOCCS

City of Berkeley
Grant Information

Menu Auth
Log Off Bottom

Grant: CA0116L9T021407 (SNAP) Special Needs Assistance

General Budgets Vouchers

Voucher Query

	<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Pending HUD Review	<input type="checkbox"/> Canceled	Voucher No	Entered	Amount	Schedule No	Est Deposit Date
1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501-239738	07-07-2016 by [REDACTED]	187,675.48		
2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501-230685	05-24-2016 by [REDACTED]	771,356.00	LH4732	05-26-2016
3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501-230681	05-24-2016 by [REDACTED]	186,605.00		
4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501-206242	02-11-2016 by [REDACTED]	1,055,543.00	LH4456	02-16-2016
5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	501-186288	11-20-2015 by [REDACTED]	170,012.00	LH4226	11-24-2015

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Privacy Statement

Both reports can be exported as PDF documents and added to the list of mandatory attachments. If you have further questions about this process, please email info@everyonehome.org before August 1st, and staff will respond as part of the FAQ period.